



## Advocacy Coordinator Job Description

**Job Title:** Advocacy Coordinator

**Hours:** 24 hours per week (hours possibly negotiable)

**Working Hours:**

- The successful candidate will be required to work on Thursdays (subject to change) at a work base in Aberkenfig, as part of their regular schedule.
- Hours are flexible across the week (Monday to Friday), subject to meeting service demands. We are open to discussing different working patterns, including the possibility of increased or reduced hours, with the right candidate. Weekend work is not part of the regular schedule and would only be required in exceptional circumstances, such as one-off events during the year.

**Location(s) of work:**

- Apollo Business Village in Aberkenfig, Bridgend.
- County Borough of Bridgend and any areas with which the Borough works collaboratively.
- Some hybrid working is available, provided it does not interfere with service demands.

**Full-time Salary:** £26,878

**Pro-rata Salary:** £17,435



## SUMMARY:

This role will support the coordination aspects of People First Bridgend's activities. Your role will help deal with enquiries and referrals, help organise our meetings and our members attendance, and look for opportunities for us to be involved in and for others to be involved with us.

## JOB PURPOSE:

---

- To provide information, advice and assistance to referrers and those enquiring about PFB and its activities, and to direct them to an appropriate service.
- To co-ordinate and facilitate PFB's self-advocacy groups.
- To promote PFB's services and activities through outreach work, networking and social media.
- To source co-production and collaboration opportunities for PFB's self-advocacy groups.
- To facilitate PFB's beneficiaries to access external learning disability and advocacy related opportunities.
- To support Operational Manager with administrative-related functions.
- To support overall cohesiveness between the different advocacy that PFB provides.



## **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES**

---

1. Coordinate and facilitate PFB's self-advocacy group.
2. To provide person-centred support to members of the self-advocacy group.
3. To support members to have a voice through various meaningful activity.
4. Support members' attendance and input into self-advocacy activities beyond the self-advocacy group, such as involvement in training, research and the local and regional service development workstreams.
5. Strengthen links with known advocacy referral sources, such as BCBC social services, BAVO community navigators and HMP Parc, to ensure awareness of PFB's services.
6. Assist the Operational Manager in establishing new partnership-working/referral sources.
7. Assist the Operational Manager in completing tasks and actions related to local and regional service development work.
8. Maintain links with the wider People First movement.
9. Source and support participation in new, relevant opportunities that would provide mutual benefit to PFB and partnership-workers.
10. Identify and bring relevant topical issues to PFB's self-advocacy groups, and from the self-advocacy groups to relevant parties.
11. Provide regular, up-to-date monitoring information as requested by Operational Manager and funders.

## **ADDITIONAL DUTIES**

---

1. Provide front-desk support to referrers/inquiries.
2. Utilise Easy Read and other accessible communication forms and support translation of materials into these forms.

## **SELF-MANAGEMENT**

---

1. Be responsible and proactive in providing timesheets, expenses claims, annual leave requests and keeping a calendar up to date.
2. Keep up to date with legislation and policy developments and contribute to their implementation.
3. Work to all policies and procedures of PFB.
4. Undergo regular supervision, and training and development opportunities as requested by the organisation.
5. Undertake any other duties as may be commensurate with the level of responsibility for the post, as directed by the Operational Manager.



6. Understand the personal Health and Safety responsibilities within the Health and Safety at Work Act 1974.

---

### **GENERAL DUTIES**

1. Provide the Operational Manager, funders and PFB's Board of Trustees with reports as necessary.
2. Attend PFB Trustee Meetings, Advisory Team Meetings and Staff Team Meetings as requested.
3. Contribute to PFB's annual report, website and social media as requested.
4. To work outside of regular working hours if required.

---

### **REVIEW DATE/RIGHT TO VARY**

- The job description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you that are within your capability and pay grade.

---

### **DISCLOSURE AND BARRING SERVICES CHECK**

- The post requires and enhanced criminal records check through the Disclosure & Barring Service (DBS).